

# Minimum Employment Requirements

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Carefully read the following list of requirements and criteria which must be met by each applicant for employment.

Office of Human Resources/Employee Services, Support Services Bureau

1/15/2015

*The Marion County Sheriff's Office is an Equal Opportunity, Equal Access and Drug Free Workplace Employer.*

**Meet the Minimum Qualifications established in Florida Statute 943.13, by the Florida Department of Law Enforcement (FDLE) and Marion County Sheriff's Office Personnel Policies.** Effective 3-15-13/MCSO

Individuals must:

- Be at least 19 years of age for all sworn positions, 18 years of age for non-sworn positions.
- Be a citizen of the United States.
- Have earned a high school diploma (high school graduation) or equivalent (GED), which is documented **by a sealed official transcript at time of application**, for law enforcement, corrections and non-sworn applicants. An associate's or bachelor's degree from a regionally accredited institution is required for certain specified positions and will be documented **by a sealed official transcript at the time of application**.
- Not have been **convicted of any felony** or of a **misdemeanor involving perjury or false statement or moral character violations**. Any person who, after July 1, 1981, pleads guilty or nolo contendere to, or is found guilty of a felony, or of a misdemeanor involving perjury or a false statement, shall not be eligible for employment or appointment as an officer or non-sworn employee, notwithstanding suspension of sentence or withholding of adjudication.
- Never have received a dishonorable or undesirable discharge from any of the Armed Forces of the United States.
- Have documentation of processed fingerprints on file with the Marion County Sheriff's Office and pass a pre-employment polygraph examination.
- Pass a physical examination by a licensed physician, physician assistant, or certified advanced registered nurse practitioner. Pass a Drug Screen as part of the pre-employment medical physical examination process. Sworn applicants will pass a psychological exam.
- Have good moral character as determined by a multi-stage interview process and through a background investigation under procedures established by the Florida Criminal Justice Standards and Training Commission.
- Have successfully completed the Required Law Enforcement Training pursuant to 11B-35, F.A.C. for all MCSO sworn positions.
- Pass a Job Specific Physical Abilities and Firearms Qualification test for all MCSO Sworn positions. Be able to perform all of the essential functions contained in the job description for the position to which application is made.
- **Have not used, tried, tasted, experimented with, or possessed any other illegal controlled substance** classified as a Schedule I substance, or Schedule II substance as enumerated in Florida Statute 893.03 within the past five (5) years. **No illegal use of controlled substance after the age of 25.** *Marijuana use may be excluded at the sole discretion of the Sheriff, depending on the date of last use and number of uses.*
- Must possess a valid Florida driver's license.
- Must not **falsify** the application or **omit** information from the application.
- If you are convicted with any of the following violations, you will be disqualified from the application process:
  - **DUI within past 5 years.**
  - **Criminal conviction-negligent homicide, manslaughter, hit & run.**
  - **Three or more at fault accidents/moving violations in the past 3 years.**
  - **An arrest may not be disqualifying in and of itself; sworn applicants will be disqualified according to the criteria set forth in Florida Statute 943.13 and the Department of Law Enforcement Criminal Justice Standards and Training Commission Chapter 11b-27.0011(a-c).**

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# ***Statement on Personal and Professional Appearance Standards – Marion County Sheriff's Office***

**It is a requirement that all applicants for employment with the Marion County Sheriff's Office are expected to meet the following appearance standards as a condition of employment.**

## **APPEARANCE - GENERAL**

**A.** The uniform and personal appearance of Sheriff's Office employees influence the status of the Sheriff's Office in the eyes of the public.

**B.** All employees of the Sheriff's Office, sworn and non-sworn, shall be properly groomed and their attire cleaned and pressed at all times in order to present a neat, professional appearance to the public.

**C.** Appearance fads, including but not limited to hairstyles, tattoos, body piercing, tongue piercing, tongue splitting or bifurcation, dental ornamentation, branding scarification, fingernails of excessive length, fingernail decorations, or any other fad which does not present a professional, conservative appearance are not acceptable.

**1.** For reasons of safety and functionality, fingernails shall be neatly trimmed, not to extend more than 1/4 inch beyond the tips of the fingers. Fingernail polish may be worn by female employees, but fingernail art or decoration is not permitted.

**2.** Tattoos, brands or scarification that depict nudity or sexual acts, display obscene, racist, sexist or vulgar words or illustrations, that promote, support or identify gangs, gang activity or gang affiliation and any tattoo, brand or scarification on the head, face neck, or scalp is prohibited. Any member of the Sheriff's Office who has a tattoo, brand or scarification that is prohibited shall remove the tattoo, scarification or brand at their own expense; or, cover the tattoo, scarification or brand with a department approved uniform or by attire as required by their position.

**3.** Excessive tattoos, scarifications or brands are not allowed. Excessive is defined as exceeding 30% of the exposed body part. Excessive tattoos, brands or scarification shall not be visible while on duty or while representing the Marion County Sheriff's Office. Excessive tattoos, brands or scarification must be covered by approved department attire. In the case of sworn uniform personnel this will be Class "A" uniform or other approved long sleeve attire.

**4.** Uniform and sworn employees shall not have any dental ornamentation. The use of gold, platinum, silver or other veneer caps for the purpose of ornamentation are prohibited. Teeth, whether natural, capped, or veneered, shall not be ornamented with designs, jewels, etc. Abnormal filing of the teeth is also prohibited.

**D.** For Patrol and Corrections uniformed personnel: necklaces and neck chains that could be used to incapacitate a member are prohibited. Bracelets are prohibited, with the exception of medical alert bracelets. A maximum of two (2) rings per hand may be worn. Wedding sets worn on the same finger constitute one ring. Rings may not be worn on the thumb. Males are prohibited from wearing earrings. Female members may wear a maximum of two (2) post-style earrings per ear, not to extend beyond the earlobe. Any other body piercing which is visible at anytime while on duty and/or in uniform is prohibited. Body art consisting of foreign objects inserted under the skin and/or stretched out holes in the ears is prohibited.

**E.** Non-sworn (civilian) female members may wear a maximum of two (2) rings per hand. Wedding sets worn on the same finger constitute one ring. A maximum of two (2) earrings per ear, of a conservative appearance, may be worn.

F. When on duty, uniformed officers shall not stand or walk with hands in pockets or otherwise exhibit a posture which detracts from a well-groomed, disciplined and alert image.

### **3310.10 PERSONAL GROOMING**

**A.** Hair will be neatly cut and groomed. Hairstyles shall be conservative and businesslike in nature. In no case will the bulk or the length of the hair interfere with the proper wearing of any authorized headgear.

**1.** Male employees:

- a.** Shall keep hair neatly trimmed. Hair shall not be worn over the ears or below the collar.
- b.** Hair shall be groomed in front so that it does not fall below the band of properly worn headgear.

**2.** Female employees:

- a.** Hairstyles shall be conservative and present a businesslike appearance.
- b.** While in uniform, long hair must be secured in a style which would prevent injury to the employee. Hair may be secured on the head using clasps, pins, barrettes, or bands. These shall be the color of the hair, the uniform, or the uniform brass, and shall be functional, not decorative in nature.

**B.** Male employees will be clean-shaven except for approved facial hair, which includes:

- 1.** Mustaches are authorized and shall be of a conventional type, neatly trimmed, and not present a bushy or unkempt appearance. A mustache shall not be more than  $\frac{1}{4}$  of an inch in thickness, shall not extend onto or over the upper lip, and shall not extend beyond or below the corners of the mouth.
- 2.** Sideburns will be neatly trimmed in the same manner as the haircut. Sideburns shall not extend below the lowest part of the exterior ear opening. Sideburns shall be of even width (not flared), and will end with a clean-shaven horizontal line.
- 3.** Beards, goatees, or other hair on the chin, neck, or cheeks are not permitted.

**C.** Exceptions to the above stated rules may be allowed, for valid medical reasons, or as directed for special assignments. A medical certificate may be required from a recognized health care provider in instances where a medical reason is claimed. Any exception must be approved, and specifically authorized, by the employee's respective Bureau Chief or the Chief Deputy.

***Source: Marion County Sheriff's Office Operational Directive 3310 – Appearance-General***